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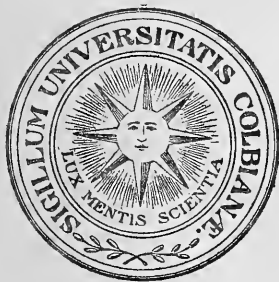
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L A W S

OF

COLBY UNIVERSITY,

WATERVILLE, ME.



WATERVILLE, ME.:  
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1894.

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# LAWS OF COLBY UNIVERSITY.

APPROVED BY THE BOARD OF TRUSTEES, JUNE 27, 1894.

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## CHAPTER I.

### MEMBERSHIP.

#### § 1. *Organization.*

Colby University is composed of two co-ordinate colleges—a college for men and a college for women. The requirements for admission, the conditions of scholarship, and the Faculty of instruction and government are the same for both. The two colleges, however, are distinct and separate, and in class organization, rank, prize-contests, appointments, and honors, their members are treated independently.

#### § 2. *Admission and Dismission.*

1. The students of each college shall be arranged in four classes, called the Freshman Class, the Sophomore Class, the Junior Class, and the Senior Class. Any person may be admitted to the Freshman Class by passing examination upon such preparatory studies as may be prescribed and published in the catalogue. Upon certain conditions, however, a certificate of the Principal of a fitting school of high grade will be received in lieu of such examination. But no person shall be entitled to admission into either class without first presenting, when required, testimonials of good moral character; nor shall a member of any other college be received without a certificate of dismissal from that college.

2. No person shall be admitted to an advanced standing, without passing examination upon those studies, or their equivalent, which have been pursued by the class which he wishes to enter; and every person thus admitted shall pay into the treasury, for every full term's advancement, the sum charged for a term's tuition. Applicants presenting certificates of dismissal from other colleges, however, will not be required to pay tuition for the terms covered by their certificates. [See, further, ch. x.]

3. Persons of suitable age and attainments may enter upon a Partial Course in accordance with the following conditions:

(1) No person shall be allowed to enter upon a partial course of less than one year, and while in attendance, shall be subject to the same general regulations as students of full standing.

(2) All partial students entering college shall offer for admission studies representing 35 points on the basis of the following schedule :

Greek, 15.

Latin, 15.

Algebra, 10.

Geometry, 10.

French, 10.

German, 10.

(3) Partial students entering advanced courses in any study shall pass examination on previous courses in the same study.

(4) Partial students shall attend at least one course with the Freshman or the Sophomore class during each term of their first year of attendance.

(5) Partial students shall attend and pass examinations in courses amounting to at least 8 hours weekly during each term.

(6) No partial student shall enter upon a term's work with more than one deficiency.

(7) Partial students shall give bonds to the amount of \$100.00 as security for the payment of college dues.

(8) On leaving, partial students shall be entitled to a certificate of their respective acquirements in the studies on which they have passed an examination.

4. Every student, on his admission, shall be furnished with a printed copy of these Laws; and his signature to a pledge on his part of conformity thereto shall be his matriculation.

5. Every student, until dismissed, shall, whether present or absent, unless absent by permission during an entire collegiate year, be required to pay the regular term bills.

6. Any student not under college censure shall have an honorable dismissal at any time previous to the last term of the Senior year, at the request of his parents or guardian (if of age, at his own request); *provided* that his college dues have been paid, and that his deportment during his connection with the institution has been satisfactory. But no student shall be dismissed, except by a vote of the Faculty.

7. If, in the judgment of the Faculty, the example of any student is injurious to the intellectual or moral life of the college, he shall be advised to take his dismissal, even though no specific charge is made against him.

## CHAPTER II.

## DEPORTMENT.

1. Maintenance of order upon the Campus and within the dormitories is intrusted to the Student Committee of the Board of Conference. This committee acts according to rules approved by the Board of Conference, and in conformity with these Laws.

2. No student shall be absent a term, or go out of the city of Waterville in term time, so as to be absent from any college exercise, without permission from the President.

3. No student shall enter the room of another student, at any time, without his permission.

4. No student shall be concerned in any combination to resist the laws of the College, or to disturb its order; and any violation of this law shall be considered a grave offense.

5. No class meeting, or assembly of students, for purposes at variance with the college laws shall at any time be held.

6. No publications shall be issued by the students except by the express permission of, and under regulations prescribed by the Faculty.

7. No club or society shall be formed in the college unless a statement of its purposes with the rules by which it is to be governed, and its hours of meeting, be previously submitted to the Faculty for approval; and such associations, shall at all times be subject to the direction of the Faculty.

8. Disorders and misdemeanors, against which no express provision is made in the laws, may be punished according to the nature and gravity of the offence.

9. Demerits in any term to the number of five place a student under college censure; to the number of ten, place a student upon probation; to the number of fifteen suspend a student from membership in the college.

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CHAPTER III.

## STANDING.

1. The elements of rank are scholarship, attendance, and deportment. [See further, chs. iv and vi.]

2. At the close of every term, each officer shall present to the Registrar a written statement of the standing of each student in the several courses under his charge. These statements shall be carefully recorded and preserved by the Registrar.

3. At the close of each academic year, the average of the three

terms shall be recorded; and the average of the four years shall be taken after the final examination.

4. In making up the standing of students, all violations of law shall be marked as demerits, and such value shall be assigned to them as, in the judgment of the Faculty, they deserve.

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## CHAPTER IV.

### EXAMINATIONS.

1. An examination of the classes shall be held at the close of each term and at such other times as the Faculty shall appoint.

2. The examinations shall be in writing, and three hours in length, except in case of studies calling for less than four recitations per week, to which two hours shall be given.

3. Students shall be furnished at the time of examination with blank books, of uniform size and style, which shall be charged at cost in their term bills.

4. No student shall speak to another, or communicate with another in any way, or leave the room without permission during the progress of the examination, or bring with him any paper, or notes, or text-book, unless directed to do so by the professor in charge. Any student violating these regulations shall be marked *zero*. Any student who shall be excused to leave the room before the examination is finished, may, at the discretion of the officer in charge, be furnished with an additional book and other questions. If a student finishes his paper before the expiration of the required time, he may be assigned additional work, for which proper credit shall be given.

5. The value of the examination shall be as one part in five, the term's rank constituting the other four parts.

6. No student who has failed in any study to secure a rank of six on a scale of ten shall be admitted to examination in that study with his class. And no student who falls below six in an examination shall be regarded as having passed that examination.

7. When a student fails to be admitted to the regular examination in any study, but succeeds finally in passing it, he shall be given a rank of six in the term's work, to be combined in the usual way with the rank secured on the examination, in estimating the term's rank.

8. No student failing twice to pass in any study shall be allowed further trial except by special permission of the Faculty.

9. Examinations on deficiencies in studies of previous terms shall be held at the time of the term-examinations and also on the first three days of each term. The order of such deficiency examinations of the several officers shall be that given on blanks to be obtained of the



Librarian. Each student intending to be examined on deficiencies shall report to the Librarian on or before the first day (*Wednesday*) of the term, the studies on which he is prepared. Students taking examinations at other times than those thus provided will be charged a special fee of five dollars.

10. The final examination of the Senior class shall be held on the third Wednesday preceding Commencement.

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## CHAPTER V.

### DEFICIENCIES.

1. Any student who shall be absent, excused or unexcused, from a required exercise in any department, or, being present, shall be excused from reciting, shall be marked *zero*. Any student whose absence shall be excused, or who shall be excused from reciting, shall be permitted to make up the work, and in case he does so, shall receive credit therefor. Any student who shall be absent unexcused, shall, besides being marked zero, be subject to such additional penalty as the Faculty may determine.

2. Deficiencies are to be made up as follows: Those not exceeding two recitations within one week. Those exceeding two and not exceeding five, in two weeks. Those exceeding five, at such examinations as may be appointed by the officer in charge. Deficiencies in any course in which there are not daily recitations shall be made up in such a manner as may be prescribed by the officer in charge of the course.

3. All deficiencies not made up at the close of any term, shall be reported in the term bill.

4. Any deficiencies in the studies preparatory for college must be made up by the beginning of the third term.

5. Should any member of a class appear to the Faculty, on examination, to be *greatly deficient*, he may be degraded to the next lower class. If the deficiency be such as can be remedied by diligence, the Faculty may allow him to make it up during the ensuing vacation, and examine him at the beginning of the succeeding term; at which time he may be permitted to retain his rank, or may be degraded as he shall appear to deserve.

6. No deficiency in back studies shall be allowed to stand for more than one year from the beginning of the term following that in which it shall occur.

7. No student who is deficient in more than four courses shall be allowed to go on with his class. He may, however, by a vote of the Faculty, be permitted to go on in a Partial Course, in which case his name shall so appear in the next catalogue.

8. Members of the Senior Class will be required to make up all deficiencies before entering on the studies of the last term. Those of the class, however, who teach during the second term, will be allowed to make up the work of that term after their return.

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## CHAPTER VI.

### EXCUSES.

1. Any student who may return after the opening of a term, shall report himself immediately to the President, and if excused, obtain certificates to that effect, to be presented to the officers in charge of the several departments, as a condition of admission to recitations.

2. Excuses from any general exercise of the college must be presented to the President, except as otherwise provided for.

3. Whenever a student is absent from any exercise at which his presence is required, he shall immediately present to the officer in charge of such exercise, an excuse for his absence; and until he shall have presented such excuse, he shall be considered absent from all exercises of such officer.

4. All excuses must be made in writing, stating clearly and definitely the cause of the absence. Such excuses as the following will not be considered satisfactory: "necessarily absent;" "out of town" (except when excused by the President); preparing other class, college, or society exercise.

5. The effect of absences on standing is as follows:

(1) For each unexcused absence a deduction of .10 (ten one-hundredths) on a scale of ten shall be made from the student's term-rank in the department in which the absence occurs.

(2) For each excused absence a deduction of .02 (two one-hundredths) on a scale of ten shall be made from the student's term-rank in the department in which the absence occurs. But in no case shall such deduction for excused absences exceed .20 (twenty one-hundredths), and in case of prolonged illness or absence for the purpose of teaching, no deduction shall be made.

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## CHAPTER VII.

### EXHIBITIONS.

1. The following public exhibitions shall be held each academic year: Senior Exhibition, Junior Debate, Junior Exhibition, Sophomore Declamation, and Freshman Reading. The Senior Exhibition shall be

held near the close of the Fall Term; the Junior Debate near the close of the Winter Term; the Freshman Reading, on the sixth, and the Sophomore Declamation on the eighth Friday evening of the Spring Term; the Junior Exhibition on the evening of Monday in Commencement week.

2. Commencement appointments are made as follows: (1) Five from the graduating class of each college shall be appointed for excellence in general scholarship throughout their college course; and four from the graduating class of each college, on the merits of their articles. (2) From these thus appointed, nine speakers shall be chosen, the number of speakers from each class to be proportionate to the membership of the class.

3. Speakers shall be chosen for college exhibitions on the following grounds:

(1) For the Senior Exhibition, six members from each class on the merits of their articles.

(2) For the Junior Debate, three speakers to represent the affirmative, and three to represent the negative, on the merits of their arguments submitted in writing.

(3) For the Junior Declamation, on the merits of their articles.

(4) For the Sophomore Declamation, on the combined rank in Elocution, Rhetoric, and Composition.

(5) For the Freshman Reading, by competitive reading before a committee chosen by the Faculty.

4. In no exhibition shall the number of speakers exceed ten; and the number of speakers from each of the two classes shall be proportionate to the membership of the class.

5. Articles intended for any public exhibition shall be prepared and passed to the Professor of Rhetoric at least five weeks before the time at which they are to be delivered.

6. No student who is in the Partial Course, and no student who is under college censure shall be appointed on any college exhibition.

7. Failure to attend rehearsals or to make suitable preparation for an exhibition shall cause a student to forfeit his appointment.

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## CHAPTER VIII.

### WORSHIP.

1. All students are required to attend regular Chapel exercises.

2. All students are required to attend public worship at least once on each Sunday of the term. Where they shall attend shall be determined by the election of each one, if of age; if under age, by the election of parent or guardian.

3. At the end of each term, students shall hand to the Registrar a record of their church attendance during the term. Failure to attend church shall be noted upon the student's term-bill.

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## CHAPTER IX.

### TERMS, VACATIONS, AND COMMENCEMENT.

1. The college year consists of 36 weeks and is divided into three terms.

The Fall term begins thirteen weeks before the Wednesday next preceding Christmas, and continues—with a recess at Thanksgiving—thirteen weeks.

The Christmas recess is two weeks in length.

The Winter term begins two weeks after the Wednesday next preceding Christmas, and continues ten weeks.

The Spring term begins thirteen weeks before the Wednesday next preceding the Fourth of July, and continues thirteen weeks.

2. Commencement Day is the Wednesday next preceding the Fourth of July.

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## CHAPTER X.

### ROOMS, BILLS, AND EXPENSES.

1. Rooms shall be assigned to the students by the Committee on Rooms in accordance with such regulations as may be authorized by the Faculty.

2. No exchange of rooms shall be effected by students without the consent of the Committee on Rooms.

3. Occupants of rooms shall be held responsible for order in their rooms. Failure to preserve order may subject a student to forfeiture of his room.

4. At the close of the summer term, a key to each room shall be left with the janitor. No student shall occupy a room during the summer vacation except by the express permission of the President.

5. Damage done the buildings or premises, shall be repaired, and the expense, whatever it may be, shall be charged to the person or persons who did the damage. If the authors are unknown, the cost of repairs shall be assessed equally on the members of the college in which the damage is done.

6. In the case of damage to a room, when the authors are unknown,

the cost of repairs shall be charged to the persons occupying the room.

7. At the close of each term, bills shall be rendered, in which the students shall severally be charged the following sums, viz: for tuition, \$20; for room rent, according to location of room; for the use of the library and gymnasium, \$5.00; for ordinary repairs, for employment of janitor, monitors, and bell ringer, for a copy of the laws, and of the annual catalogue, and for expense of heating public rooms, \$5.00.

A separate charge shall be made for heating private rooms.

In the bills for the last term of each academic year, there shall be charged the additional sum of \$2.00 toward the expense of the public dinner at Commencement, and of the oration; and in the last term bills of the Senior class shall be charged the further sum of twenty-five cents for General Catalogues, and \$5 as compensation for diplomas.

Similar bills shall be made out against graduate students in residence except for the Commencement dinner, catalogues, and diplomas.

8. Bills must be paid at the commencement of each term after the first, or at such other times as the Treasurer may designate. In case of failure the student may be excluded from examination.

9. Any student not from another college, entering this institution at an advanced point in the course, shall pay to the Treasurer a sum equal to the regular tuition to that time. If, however, he shall be graduated here, one-third of this amount shall be remitted.

10. The procuring of music for Exhibitions shall be left to the students, subject to the approval of the Faculty; and the bills therefor shall not be included in the term bill, but shall be paid directly by the students.

## CHAPTER XI.

### DEGREES.

1. No degree shall be conferred unless authorized by the Board of Trustees.

2. If any member of the class shall neglect to rehearse at the time and place appointed, or to attend to any prescribed duty of Commencement week, or shall refuse or neglect to perform his part on Commencement day, or shall presume to deliver in public what has not been approved, the degree shall be withheld.

3. No student shall be entitled to a degree, unless he shall have settled all demands of the University against him.

4. Students who have satisfactorily completed the course prescribed and who shall have paid all college dues shall receive the degree of Bachelor of Arts.

5. The degree of Master of Arts, except as an honorary degree, shall be given only upon examination. Those, however, who have been students in the regular course at any time hitherto or who are or may become members of the classes to graduate in 1894, 1895, and 1896 may receive the degree "in course" by fulfilling the conditions formerly prescribed to that end.

6. Persons who have received a degree at any other college, may, with the approbation of the Trustees, be admitted *ad eundem*.

7. Any person who has received a degree at this University, may have a diploma signed by the President and sealed with the University seal; and he shall pay to the Treasurer five dollars to defray the expense of the diploma. But all honorary degrees conferred by the Trustees on account of distinguished merit shall be free from all charge.

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## CHAPTER XII.

### LIBRARY REGULATIONS.

1. Members of the Corporation, officers and students of the University, graduates and clergymen residing in Waterville, shall be entitled to the use of the Library. This privilege may, in special cases, be extended to other persons approved by the Library Committee, or by permission of the President.

2. The Library shall be open during term time, Sundays and holidays excepted, from 9 A.M. to 12.30 P.M., and from 2.30 to 5.30 P.M.

3. Visitors to the Library are enjoined to refrain from loud conversation or any noise calculated to disturb readers, and to return to its proper place any volume taken from the shelves.

4. It is the duty of the Librarian to keep a careful record of all books received into and issued from the Library, and no book shall be taken from the room without being entered on the Register.

5. No person, except officers of instruction, shall be entitled to take from the Library or have in his possession more than three volumes at a time. In special cases, extra volumes, not exceeding three in number, may be loaned for a short time at the discretion of the Librarian.

6. Any text-books in the Library suitable for use in the classes, may be loaned for an entire session or term, on application to the Librarian. These shall constitute a special loan, for which a compensation shall be charged according to the value of the book and the time and manner in which it shall have been used.

7. No book taken from the Library, except text-books, shall be kept longer than three weeks, without renewal. No pamphlet or periodical shall be retained longer than three days. Works of reference

shall not be loaned except by special permission, and only from the close of one library day till the opening of the next. The Librarian may further restrict the circulation of books not easily replaced.

8. No book shall be renewed if any other person entitled to borrow the same has given notice that he wishes it on its return.

9. The Librarian may, at his discretion, permit undergraduates to take away for their use in vacation, three volumes selected from such as may be readily replaced. Books thus loaned are returnable on or before the first Monday of the following term unless otherwise arranged.

10. Any student retaining a volume or pamphlet longer than the time specified, shall be charged two cents for each day of retention. An overdue book may be sent for by the Librarian at the borrower's expense. A book one month overdue shall be considered lost.

11. If a book be lost, or damaged beyond reasonable wear, the borrower shall be held responsible for the loss or damage, the amount of which shall be fixed by the Librarian. Notes and marks of any kind, folding down leaves, exposing a book to heat or damp, are expressly forbidden.

12. Undergraduates are required to return all books to the Library before the day of the final examination at the close of each term. For every book not returned by the time specified a penalty oft twenty-five cents may be imposed.

13. Officers, students, and all persons who may have books borrowed from the Library, are required to return the same on or before the Saturday preceding Commencement, for the annual examination of the Library.

14. For willful violation of any Library rule, the Librarian shall suspend the offender from the privileges of the Library until the case can be acted upon by the Library Committee.







LIBRARY OF CONGRESS



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